

DRAFT

Job Title: Library Director

Position reports to: Library Board of Trustees

In keeping with the mission of the Loomis Library and Community Learning Center (LLCL), the Library Director is responsible for developing and supporting all efforts necessary to maintain a free library, responsive to the community's needs for information, education, and recreation. Working closely with the Board of Trustees and Friends of the Library Board (FOL) (and Town Manager-include?), the Library Director develops library policies, monitors library services, develops and manages the budget, creates public relations materials, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management. In addition, the Library Director serves as a member ex officio of the Board of Trustees to insure a consistent flow of communication.

Planning and Policy-Making

A clear statement of library policies insures that decisions about all aspects of the LLCLC are consistent and fair. Working with the Board, FOL and (Town Manager-include?), the Library Director:

- Develops long range plans to support and promote the mission of the library and learning center.
- Develops short term plans to address specific issues facing the library and learning center as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these goals.
- Develops clear descriptions of staff positions including a non-discrimination statement, qualifications for employment, evaluation procedures, and causes for dismissal.

Library Services

The regular assessment and development of library services and programs is important to fulfilling the LLCLC mission. To support these efforts the Library Director:

- Plans, organizes, develops and regularly evaluates programs and services that support the mission of the LLCLC and reflects the needs of the Loomis community.
- Stays abreast of demographic and usage trends to make efficient and effective use of limited collection and program resources.
- Selects and maintains library materials including books, media, computer programs and other materials and insures that these materials meet the needs of the community.
- Participates in the planning, management, purchase, utilization, and maintenance of technology to deliver, monitor and enhance library services.

- Prepares regular narrative and statistical reports for monthly meetings of the Board of Trustees, the LLCLC annual report and the State of California.
- Oversees the continual development of the Library website so that it is an instrument of service delivery, information exchange and public awareness.

Financial Operations

In order to insure efficient and responsible management of the LLCL budget the Library Director:

- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budget requests to the Board and FOL.
- Administers and monitors expenditure of LLCL funds to stay within approved budget.
- Works with the Board and FOL Treasurers to review monthly reports and keep abreast of various funds and accounts.
- Identifies, pursues and supports fundraising efforts through grant writing, planned giving, underwriting and the annual appeal.
- Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
- Acts as a conduit between Board, FOL, staff and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the LLCL.

Public Relations

Promoting understanding of the LLCL objectives and services among governing officials, civic leaders, and the public is important to the mission of the LLCL. To support this mission and to promote community participation in programs and services offered by the LLCL, the Library Director:

- Manages internal and external communication of the LLCLC including but not limited to brochures, newsletters, fliers, and newspaper articles.
- Identifies and pursues public relations opportunities that engender good will toward and promotion of the LLCLC.
- Develops and maintains cooperative relationships with the Town Government, local school districts, the Historical Society, and other community organizations.

Personnel Management

As the immediate supervisor of all LLCL personnel, the Library Director:

- Manages the recruitment, training, evaluation and, when necessary, termination all staff and volunteers.
- Assigns duties, defines staff responsibilities, and approves administration of staff wages.
- Promotes staff development by providing opportunities for staff to attend workshops and conferences.

- Directs a public relations program and works with the FOL to promote and publicize the Library's collections, services and programs within the community.

Physical Plant Management

Working in conjunction with the Town Manager and FOL, the Library Director's oversees aspects of the physical plant, grounds and equipment. The Library Director:

- Coordinates with the Town Manager to schedule and supervise contract services, maintenance personnel and takes appropriate action in emergencies.
- Coordinates with the FOL to purchase equipment and furnishings as needed.

Board of Trustees Representative

The Library Director informs the Board of Trustees of all relevant LLCL business. As an ex officio member of the board, the Library Director:

- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the Board including but not limited to presenting information on pertinent legislation from local, state, and federal agencies, discussing trends in library technology, funding, and management wherever possible.
- Serves as ex officio member on Board committees.

Professional Development

To stay aware of new trends in library management and technology, legal issues facing libraries, and new ideas for programming the Library Director:

- Attends meetings, workshops and conferences.
- Maintains membership and participates in professional library associations.

The Library Director's job also includes any other duties that are requested by the Board of Directors, FOL and Town Manager or that are essential to ensuring that the LLCLC provides the best possible service to the community. The Library Director will be evaluated by the Board annually.

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to organize work for efficient use of time
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules

- Ability to keep records accurately
- Ability to interact courteously and effectively with elected and appointed officials, town employees, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Working knowledge of public relations procedures
- Ability to represent the library at professional and community meetings

Preferred Qualifications

Masters degree in Library Science from an ALA-accredited institution, plus 7 years of increasingly responsible experience as a librarian in a public library, including 5 years of supervisory experience.

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